



TIERS\_Intake Interview.avi - Camtasia Player

File Play Help

Web Help Pop Up -- Web Page Dialog

Wizards User Guide Handbooks TIERS Policy and Procedure guides

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### Record Authorized Representative

REGISTER APPLICATION OVERVIEW	BEGIN APPLICATION	RECORD AUTHORIZED REPRESENTATIVE	RECORD ADDRESS	REGISTER INDIVIDUALS
➡	➡	➡	➡	➡

REGISTER OTHER NAMES	REGISTER SSCN/RAILROAD RETIREMENT	INITIATE FILE CLEARANCE	REGISTER PROGRAMS	SCREEN FOR EXPEDITED	COMPLETE APPLICATION SUMMARY
➡	➡	➡	➡	➡	➡

- In the **Authorized Representative Information** area:
  - Choose Prefix
  - Type First > Middle > Last
  - Choose Suffix
- In the **Address Information** area:
  - Type Str. # > Fraction
  - Choose Dir.
  - Type Str. Name/Rural Addr
  - Choose Str. Type > Dwelling Type
  - Type # > Address Line 2
  - Choose County
  - Type City
  - Choose State
  - Type Zip Code

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